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14 MAY 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Stenowriters

REFERENCE : Your memorandum, same subject, dated 25 April 1963

1. In response to your request we have reviewed available information concerning the proposed Stenowriter System for machine translation and have offered assistance to the Foreign Documents Division in recruiting stenotypists for use in that program.

2. The Chief, Foreign Documents Division indicates that it would be too soon to initiate any recruitment action at least until the contract for the new system has been approved. We agree. Furthermore, we foresee little difficulty in filling a requirement for about 12 stenotypists which FDD anticipates would be needed to maintain 10 stenotypists on duty in the new program.

3. We understand that the Foreign Documents Division plans to develop as much of this capability as possible by training personnel who are already on duty. There is a cadre of about 15 typists in FDD who are expert in transcription and who already have the necessary comprehension, vocabulary and spelling competence. They would be trained to use modified stenograph instruments to transcribe from the same types of voice recordings which they are using in their present assignments. If the Stenowriter System is approved, our ultimate need to recruit will depend upon the number of such employees who can assimilate the training and upon the rate of turnover among those who successfully complete this training.

4. We will follow developments in the Stenowriter program closely and work with the Chief, Foreign Documents Division to identify and respond to recruitment needs as they develop.



Emmett D. Echols  
Director of Personnel

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